

1. Audience Guidelines

Good classroom management is important for successful distance learning events. Educators, please review the following points with your students prior to the event:

- Videoconferencing is a two-way event. Students and NASA presenters can see and hear one another.
- Students are sometimes initially shy about responding to questions during a videoconference. Explain to the students that this is an interactive medium and that we encourage questions.
- Questions can be handled in one of two ways:
 - Educators may choose to moderate students' questions and answers.
 - Educators may choose to furnish each student a sheet of paper with a number or letter of the alphabet printed on it—in a large font and in bold. When students have a question or want to respond to a question, they simply hold up the sheet of paper and wait to be recognized by the presenter.
- Students should speak in a loud, clear voice. If a microphone is placed in a central location, instruct the students to walk up and speak into the microphone.
- Students should remain quiet while others are talking. The microphones pick up background noise, and this can be very distracting.
- Students are representing their schools; they should be on their best behavior.
- Students should be prepared to give brief presentations (depending upon module selected), ask questions, and respond to NASA presenters.